



Mayor Michael B. Coleman



HR CONNECTIONS

Welcome to the September, 2003 edition of HR Connections. As we approach the fall of the year our attention turns to the changes in the weather, the turning of the leaves and the beautiful Autumn landscape, and for many of us the excitement of high school, college and professional football. This year in particular all loyal "Buckeye Fans" revel in the celebration of a National Championship as well as all of the wonderful traditions associated with OSU football.

The fall of the year affords us the opportunity to focus on another Columbus tradition; the tradition of "giving." As we embark upon another combined charitable campaign (September 15 - October 31, 2003) your generosity is appreciated now more than ever. The nation's economic downturn has had a debilitating impact on individuals, families and social service organizations. We are certainly feeling the impact of the economy on the City's budget.

Columbus has been traditionally regarded as one of the most charitable communities in the nation. I sincerely encourage us to make every effort to maintain that tradition, even in the face of our economic adversities. So many less fortunate persons are depending upon us to continue to do so. Thank you for your consideration. A recap of the 2002 campaign is detailed elsewhere in this edition.

Chester C. Christie,
Director, Human Resources

A Quarterly Newsletter of the Department of Human Resources

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HR WEBSITES

Be sure to visit the Human Resources Internet and Intranet websites for the latest information on training opportunities, EEO, Labor Relations, Employee Benefits/Risk Mgmt, and Employee Resources

Internet
www.cityofcolumbus.org

Intranet
[http://Intranet/Agencies/
Human Resources](http://Intranet/Agencies/Human Resources)

ARE YOUR FINANCES WHERE YOU WANT THEM TO BE?



CITY OF COLUMBUS EMPLOYEE ASSISTANCE PROGRAM FINANCIAL HEALTH AWARENESS TIPS

Most people desire to be financially comfortable, yet few can say they are where they'd like to be financially. If you've thought about becoming financially healthier, check out this list to see where you might be:

FINANCIALLY SOUND/SECURE:

- *Credit cards paid off every month/ or not used
- *Several paychecks are in the bank (3 months is the ideal)
- *High % of income going into tax deferred savings
- *Checking account balance is known
- *Follow a budget/spending plan and generally stick to it
- *Live within your means

FINANCIALLY SOUND WITH SHORT-TERM SETBACK:

- *Generally follow the above, but.....
- *Accident or illness causing high medical bills
- *Unexpected life event adding stress to finances
- *Recent divorce or lack of child support contributing to hardship
- *Occasionally writing checks before money is deposited



FINANCIAL CHAOS:

- *High debt with little/no savings
- *Using credit cards for day-to-day expenses; (i.e. groceries)
- *Survival strategies that make no financial sense; (i.e. taking out a consolidated loan to pay off credit cards, but continuing to charge up credit cards)
- *Disorganization with budget; (i.e. have no budget/spending plan, or don't follow it)
- *Working excessive amount of overtime/special duty just to pay basic bills

Recognizing where you are, and then where you'd like to be is the first step in getting better control over your financial well being. REMEMBER: lots of people who manage the rest of their lives well, may not be doing so well in managing their own finances.

SOME TIPS ON GETTING FINANCES UNDER CONTROL:

- *Establish a budget/spending plan that is reasonable/flexible/livable
- *Payoff higher interest rate credit cards first
- *Pay yourself first—begin to set aside some amount in a savings plan (even if it's only a few dollars per pay)
- *Don't avoid creditors; call them to work out arrangements

If you would like more information on this, or other topics to help you become healthier, call your EAP at 645-6894 to set up a confidential appointment

Your City EAP is confidential, free and provides a variety of services to help you lead a healthy life. Call EAP at 645-6894

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**To accomplish great things we must not only act but also dream, not only plan but also believe.
- Anatole**

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Need your GED?
Citywide Training
can help you.
Call 645-3059

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TAX
websites
1040.com
IRS.gov



COMBINED CHARITIES CAMPAIGN RESULTS FROM LAST YEAR – 2002

Auditor's Office	744	Auditor's Office – Income Tax	4,931
City Attorney's Office	17,791	City Council	4,281
City Treasurer's Office	661	City Treasurer's-License Division	720
City Treasurer's-Parking Violations	432	Civil Service	5,115
Community Relations	1,120	Development Department	3,449
EBOCO	2,620	Finance Department	4,684
Health Department	20,736	Human Resources	2,276
Mayor's Office	2,953	Municipal Court Clerk	5,500
Office of Education	1,170	Public Safety-Communications Division	1,803
Public Safety-Director's Office	8,680	Public Safety- Fire Division	9,505*
Public Safety-Police Division	13,835	Public Service-Director's Office	3,960
Public Service- Facilities Management	671	Public Service- Fleet Management	1,754
Public Service-Refuse Collection	3,861	Public Service-Transportation	12,539
Public Utilities-Director's Office	3,102	Public Utilities-Electricity Division	4,433
Public Utilities-Sewerage & Drainage	8,862	Public Utilities-Water Division	8,069
Recreation and Parks	26,751	Technology	8,048
TOTAL		\$205,056	

*The Division of Fire gave an additional \$29,777.40 to Combined Charities Organizations.

Join this year's campaign chair, Chester C. Christie, Director of Human Resources and Co-Chair Carnell Felton, President, CMAGE/CWA, to help raise money for numerous worthwhile causes. This year's campaign for the City of Columbus will run from September 15 through October 31, 2003.



Stress Relief



Stress is something we deal with everyday in our lives. It can be good stress or bad stress. To achieve a stronger body we workout and stress our muscles to develop them. That is an example of good stress that we desire for positive results. The stresses of anxiety, fear, sadness, anger, negative emotions, etc., are stresses that undermine our happiness and effectiveness as a human being. Negative stress can be created for us by events we have no control of, thus, making it necessary to find relief and balance to function optimally.

Breath Awareness and Deep Breathing

Breath awareness and control of flow can cause some of the most positive feelings one can experience. We never think very much about breathing; it is one of our body functions that will continue until we breathe our last breath. The unique thing about it is, if we give it some attention and breathe correctly, the results are undeniably remarkable for stress relief.

Try this: Take 5 to 10 minutes and just sit in a chair, not leaning on the back but with your back straight and unsupported. Close your eyes and begin by focusing your attention on your breathing. Watch the breath move in and out and observe that your abdomen is moving out with the inhalation and in with the exhalation. Now, start the count to four with the inhalation and as you exhale count to four. Watch the movement and observe how the mind becomes calm. As you become more comfortable and relaxed, try to increase your count time to six in and six out. Practice slowly, don't be in a rush. If you stop and do this right now for 5 minutes you will open your eyes and notice a sense of calm that was missing prior to this exercise. You may not want to open your eyes and enjoy the feeling (and you might want to close your door).

Uno, Dos, Tres...

Afar, Shan, Lix...



Did you know that Columbus is home to 24,000 Hispanics and 17,000 Somali immigrants, the second largest Somali population in the United States? Are you aware that American Sign Language (ASL) is the third most commonly used language in the United States? Could you interact more comfortably and provide better customer service if you understood more about the Hispanic, Somali and Deaf cultures? Do you need to know some basic sentences and phrases in order to interact with your Spanish, Somali or Deaf customers? If so, you will be pleased to know that Citywide Training will offer Spanish and Somali Workshops and Spanish, Somali and ASL Language classes beginning in late September. For more information, call Abbie Amos at 645-3059

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PLANS UNDERWAY FOR 2004 BLACK HISTORY MONTH CELEBRATION

The City of Columbus Black History Month Celebration will be held February 7, 2004, at 2:00 p.m. at the King Arts Complex. "Contemporary Youth - Reaching Back and Going Forward," will be the theme of the 2004 celebration. The event will feature a diversity of talented students from the Columbus Public Schools. Program participants will include Education Director, Hannah Dillard, and Dr. Gene Harris, Superintendent of the Columbus Public Schools. Youth from the four sites of the Mayor's Cap City Kids program will also participate. Mark your calendars and come prepared to be energized and inspired by some of the City's finest youth! For additional information, call Brenda Price at 645-4315.

IMPORTANT PHONE NUMBERS

United HealthCare.....1-800-681-3849
Medical, Rx Drug, Pre-certification
Mail Order Rx Drug..... 1-800-681-3849
Nurseline.....1-877-365-7922
Anthem Blue Cross/Blue Shield1-800-282-1730
Vision Service Plan 1-800-877-7195

CNA Life Insurance

Life: At work employees contact Division Payroll Department.
Terminating employees, call Risk Management to convert
within 31 days of terminating City employment

CobraServ.....1-800-790-9056

COBRA: Continuation Benefits

CareWorks.....1-888-899-1232

Workers' Compensation Managed Care Organization
Anthem Life

Short term disability. Complete forms through
Division payroll.

AFLAC.....614-761-1342

Pre-tax benefits. Dependent child care

Colonial Life.....614-882-9307

Voluntary insurance options

Employee Benefits/Risk Management.....614-645-8065

Deferred Compensation..... 1-877-644-6457

Citywide Training Hotline..... 614-645-7733

HR Connections

brought to you by

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